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VOLUME 5 DATA MANAGEMENT STUDY

APPENDIX I

CONTRACTOR DATA PACKAGE

OVERALL MANAGEMENT(MA), SCHEDULING(SC),

MANNING AND FINANCIAL (MF)

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PROGRAM MANAGEMENT
VOYAGER SPACECRAFT SYSTEM PROJECT

APPROVED BY:

Atml

A. FRANK, COGNIZANT ENGINEER
DATA MANAGEMENT AND CONTROL TASK
VOYAGER SPACECRAFT SYSTEM PROJECT

PREPARED FOR

JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY
4800 OAK GROVE DRIVE
PASADENA, CALIFORNIA

UNDER JPL CONTRACT No. 951112



P. O. Box 8555 • Philadelphia, Penna. 19101

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INTRODUCTION

This appendix presents the Contractor Data Package (Data Item Matrix, Data Requirement Descriptions, User Flow Diagram, Document Relationship Tree, and Frequency and Phasing Charts) for overall Management (MA), Scheduling (SC), and Manning and Financial, which are defined as follows:

- a. Overall Management. These data include those required to plan, review, and control Voyager activities from an overall management standpoint.
- b. <u>Scheduling.</u> These data define and specify all major milestones, key events and schedules. PERT and SARP documents are included.
- c. Manning and Financial. These data include those used to plan, review, control, and report manpower and financial resources in support of Voyager.

The complete list of Contractor Data Package appendixes is as follows:

Appendix A - Technical Description and System Engineering (SE)

Appendix B - Planetary Quarantine (PQ)

Appendix C - Manufacturing (MG)

Appendix D - Configuration Management (CM)

Appendix E - Quality Assurance (QA)

Appendix F - Test (TE) and Mission Operations (MP)

Appendix G - Reliability Assurance (RA)

Appendix H - Logistics and Support (LS)

Appendix I - Overall Management (MA); Scheduling (SC); and Manning and Financial (MF)

Appendix J - Procurement and Contracting (PC)

Appendix K - Data Management (DM)

Appendix L* - Facilities (FA)

Appendix M* - Safety (SA)

Appendix N* - Site Activation for Launch (AL)

Appendix O* - Science (SI)

Appendix P* - Related Project Interfaces (RP)

Appendix Q* - Advanced Missions (AM)

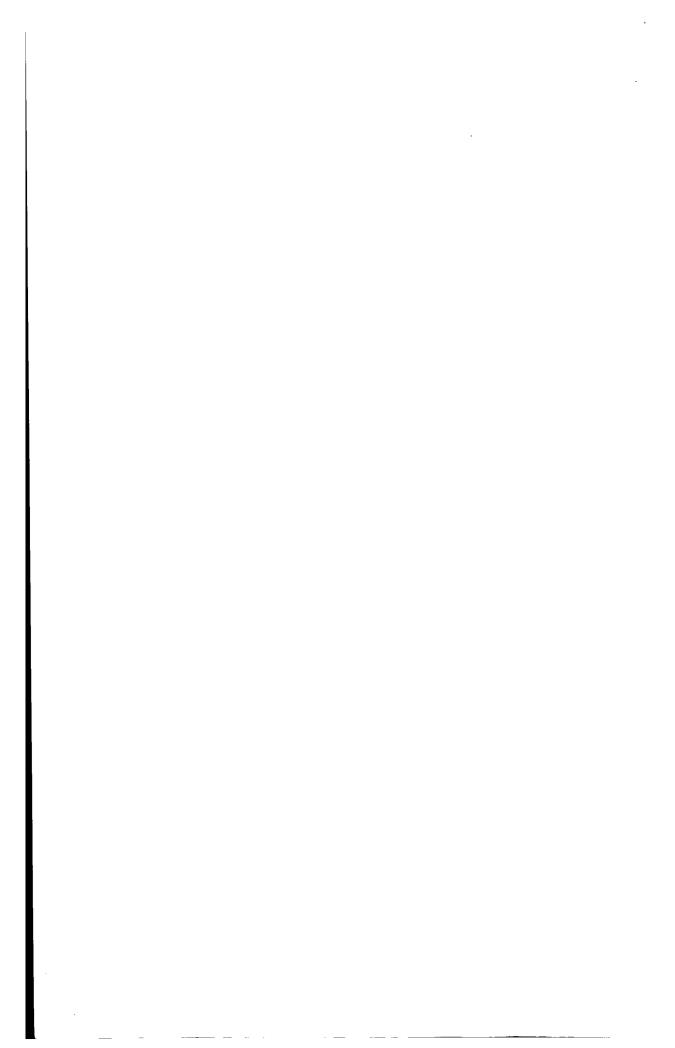
^{*}Appendixes L through Q prepared under Contract NAS7-584.

DATA ITEM OVERALL MANAGEMENT	DESCRIPTION
DIRECTIVES	
*Project Change Notice	In-house communication of customer/GE management management direction.
*Project Funding Instruction (PFI)	In-house allocation of tasks thru cost account level, effort, schedule, manpower, cost, performing oper
Project Policies, Procedures, and Directives	File of policies, procedures, and directives pertain Voyager Project.
*Department Policies, Procedures, and Directives	File of policies, proecdures, and directives pertain administration.
LISTS	
List, Priority Action Items	Formal establishment, between customer and GE, of for required actions.
*List, Action Items	Detailed action items required to assure meeting of
PLANS	
Plan, Project Implementation	Total project plan comprising all functional and ope
Plan, Project Control	Plan for conducting of project control activities incland reporting of cost, schedule, technical status of
Plan, Organization	Defines GE management and operational organization responsibilities established and maintained to meet
	DIRECTIVES *Project Change Notice *Project Funding Instruction (PFI) Project Policies, Procedures, and Directives *Department Policies, Procedures, and Directives *LISTS List, Priority Action Items *List, Action Items PLANS Plan, Project Implementation Plan, Project Control

^{*} KEY INFORMAL DATA

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DATA ITEM NUMBER	DATA ITEM	DESCRIPTION
NOMBEN	OVERALL MANAGEMENT	
	PLANS (Cont'd)	
MA- 010	Plan, Project Communications	Defines approach to assure rapid and accurate formunication with GE and across customer and subcommunication
MA- 011	Plan, Security	Defines plan for meeting both government and indu
MA- 012	Plan, Facility	
MA- 012	Plan, Facility	Defines total facility requirements and the plan to in order to meet spacecraft contractor project object.
MA- 025	Plan, Contingency Operation	Plan for contingency project operations in the even (e.g., serious fire, earthquake.)
MA- 013	Report, Final Project	Final report prepared at completion of work summ accomplishment under the contract.
MA- 014	Report, Project Review	Report summarizing activities and results of perio
MA- 015	Report, Project Problem/ Action (Red Flag)	Communication alerting customer and GE project r serious problems (with proposed solutions) that will progress unless resolving action is taken promptly
MA- 016	Report, Project Progress (Monthly)	Provides monthly documentation for customer info significant project activity during the reporting per
MA- 017	Report, Project Review Schedule and Agenda	Used to obtain customer concurrence on dates and formal project review meetings.
MA- 018	Report, Film	Film report covering overall program status for the
MA- 019	Report, Quarterly, Written	Formal documentation of overall project status for quarterly summation of project progress (from the Reports').

^{*} KEY INFORMAL DATA

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DATA ITEM NUMBER	DATA ITEM	DESCRIPTION
	OVERALL MANAGEMENT	
	REPORTS (Cont'd)	
MA- 020	Report, Resources Requirements/ Availability	Comparison report of resource requirements ve availability and possible solutions.
MA- 021	Report, Weekly Activity	TWX report to customer of week's accomplishm significant project action items.
MA- 022	Report, Schedule/Cost Coupling Summary (Monthly)	Summary at the task and subtask level.
MA- 023	*Report, Schedule/Cost Coupling	Details at the work package and cost account le
MA- 024	Report, Contact	Documentation of significant meetings, convers communications with customer. Functional appas appropriate.

^{*} KEY INFORMAL DATA

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DATA ITEM NUMBER	1 of 2	DESCRIPTION
	SCHEDULING	
	DIRECTIVES	
SC- 001	*Schedule Change Request/Notice	A schedule change notice documents a schedule chan is approved. Until approval, it is a schedule chan all critical path schedule changes.
	LISTS	
SC- 014	*List, Special Schedule Printouts	Lists special-purpose schedules used throughout probtained through printouts based on milestone and F on work package and cost account levels.
	REPORTS	
SC- 008	Report, Project Level PERT	Biweekly report giving status of PERT events.
SC- 009	Report, Project Level Milestones	Biweekly report indicating status of key milestones
SC- 010	Report, Task and Sub-Task Level PERT	Biweekly report giving status of PERT events.
SC- 011	Report, Task and Sub-Task Level Milestones	Biweekly report indicating milestone status.
SC- 012	*Report, Detail PERT Fragnet Status	Weekly analysis of status.
SC- 013	*Report, Work Package and Account Level Milestones	Biweekly analysis of status.

^{*} KEY INFORMAL DATA

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DATA ITEM NUMBER	DATA ITEM	DESCRIPTION
	SCHEDULING	
	SCHEDULES	
SC- 002	Schedule, Project Level (PERT)	A top-level PERT network showing the key spaced and interface milestones. Used for project manage customer interface planning.
SC- 003	Schedule, Project Level (Milestone)	A top-level bar chart schedule indicating the key system and interface milestones.
SC- 004	Schedule, Task and Sub-Task Level (PERT)	Presentation of all PERT details required to intercustomer level PERT.
SC- 005	Schedule, Task and Sub-Task Level (Milestone)	Presentation of all milestone information required with customer level milestones.
SC- 006	*Schedule, Detail PERT Fragnets	Presents interrelationship of all activities necess pletion of a given task. Prepared for critical acti
SC- 007	*Schedule, Work Package and Cost Account Level (Milestone)	Detailed milestones for internal control.

^{*} KEY INFORMAL DATA

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DATA ITEM NUMBER	DATA ITEM MANNING AND FINANCIAL	DESCRIPTION
	REPORTS	
MF- 001	*Report, Material Commitment	A weekly and monthly report listing new material of progress of commitment, and comparison to plan of
M F- 002	Report, Contractor Financial Management (Form 533)	
M F- 003	Report, Overtime	
M F- 004	*Report, Vouchered Hours	Weekly tabular listing(at all WBS levels) of actual leplanned and trend data.
ME'- 005	*Report, Project Financial Performance	Monthly summation (at all WBS levels) of labor and month ITD, and final costs per CBL, PFI, and tech
MF- 006	*Report, Manpower	Weekly tabular listings (at all WBS levels) of actual manpower arrayed against planned and trend data.

^{*} KEY INFORMAL DATA

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USER FLOW DIAGRAMS

Project Control is viewed here as an essentially procedural function rather than as an evolutionary one. The activities which take place and the data items which are significant are independent of the point in the product development cycle which is considered. For this reason the project control user flow diagrams differ from those representing the other functional areas.

Detailed drawings and a summary drawing appear on the following pages of this section.

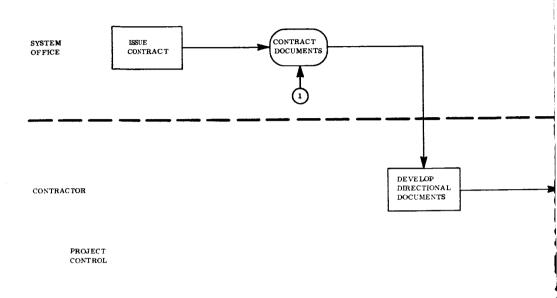
The detailed drawings show the periodic activities of the reporting and control loop. Actions are associated with individuals (Cognizant Engineer) and organizations (Functional Operations, Finance, Project Control). The data items required for decision making and for record are indicated.

The summary drawing depicts a view of the process, which has been simplified by aggregating closely related activities.

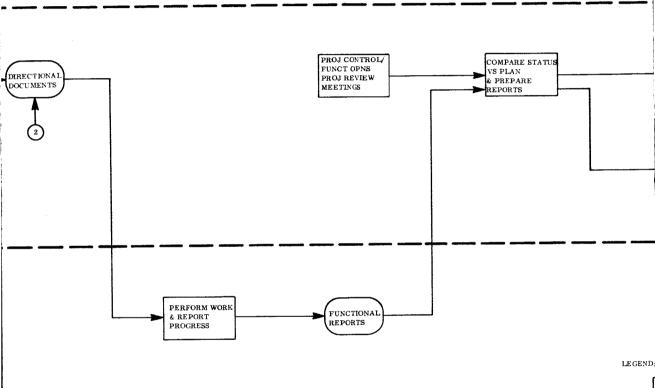
Overall Management (MA), Scheduling (SC), Manning and Financial (MF) data items have been included in the Project Control user flow diagram shown in this section.

Project Control User Flow Diagrams

Figure Number	Title
I-1	Project Control User Flow Diagram - Summary
I-2	Project Control User Flow Diagram (4 sheets)



FUNCTIONAL OPERATIONS



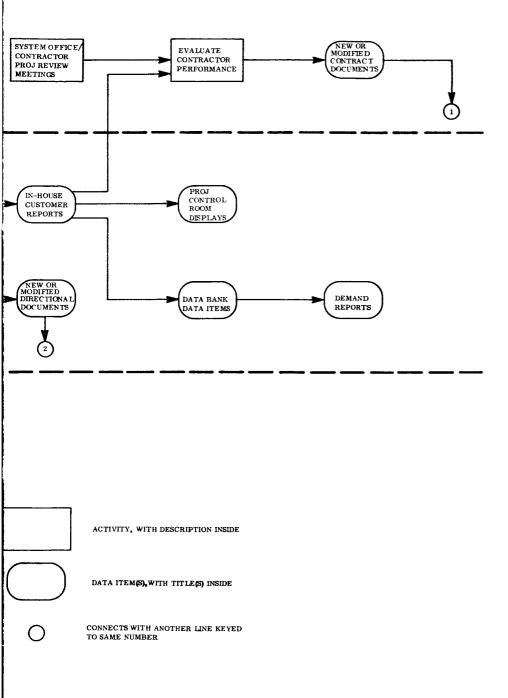
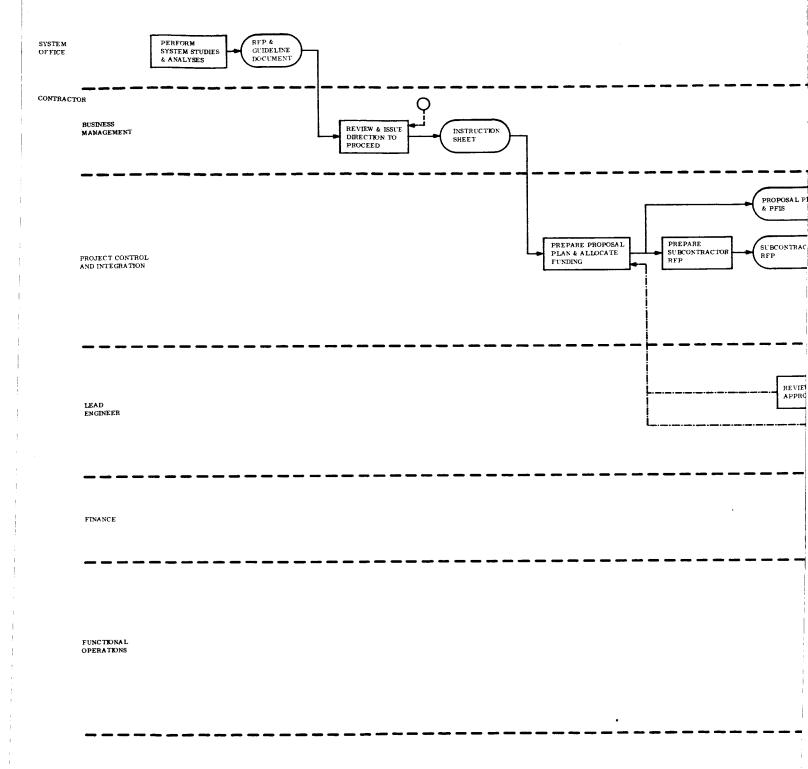
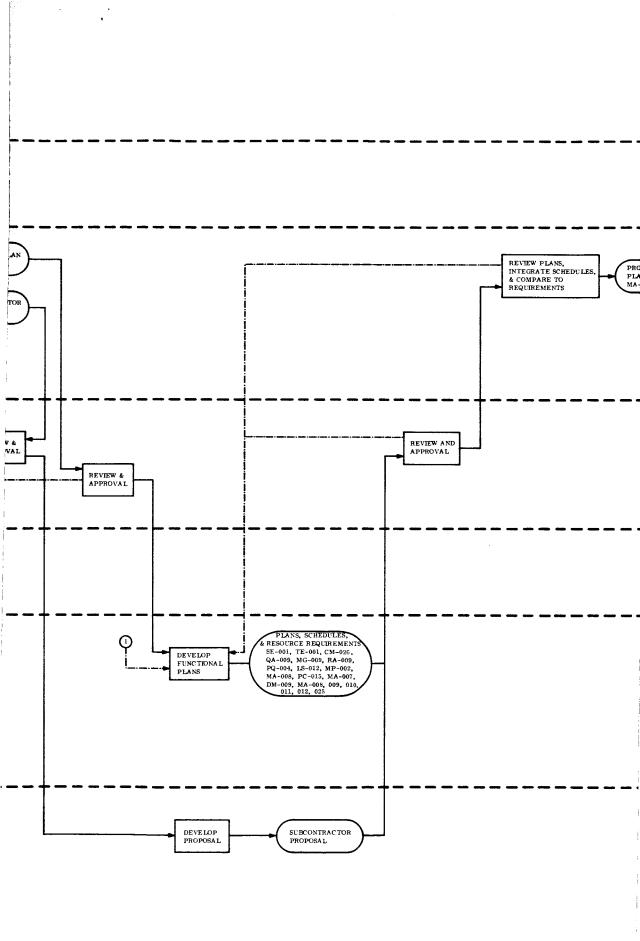
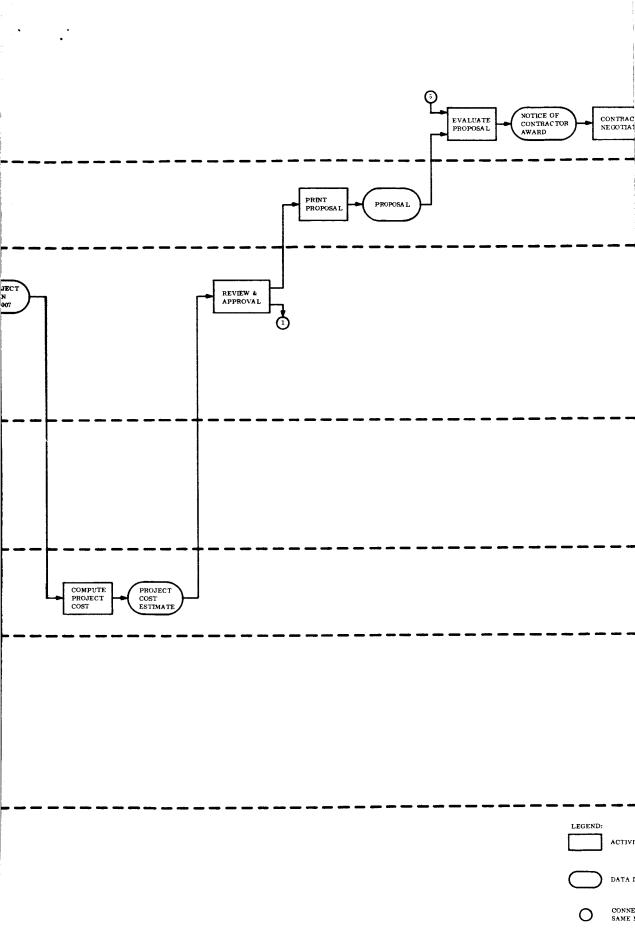


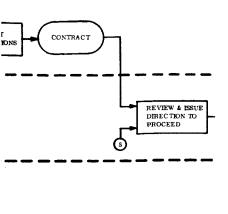
Figure I-1. Project Control User Flow Diagram - Summary



SUBCONTRACTORS







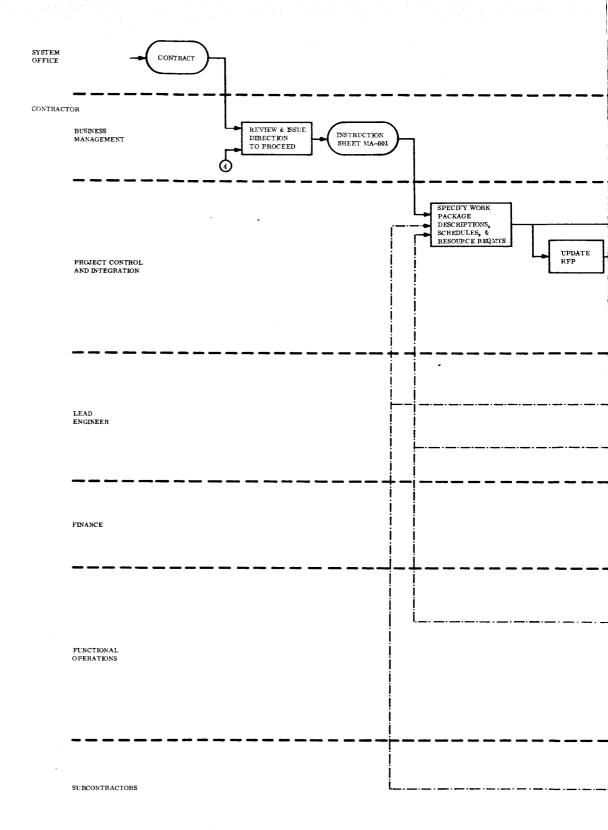
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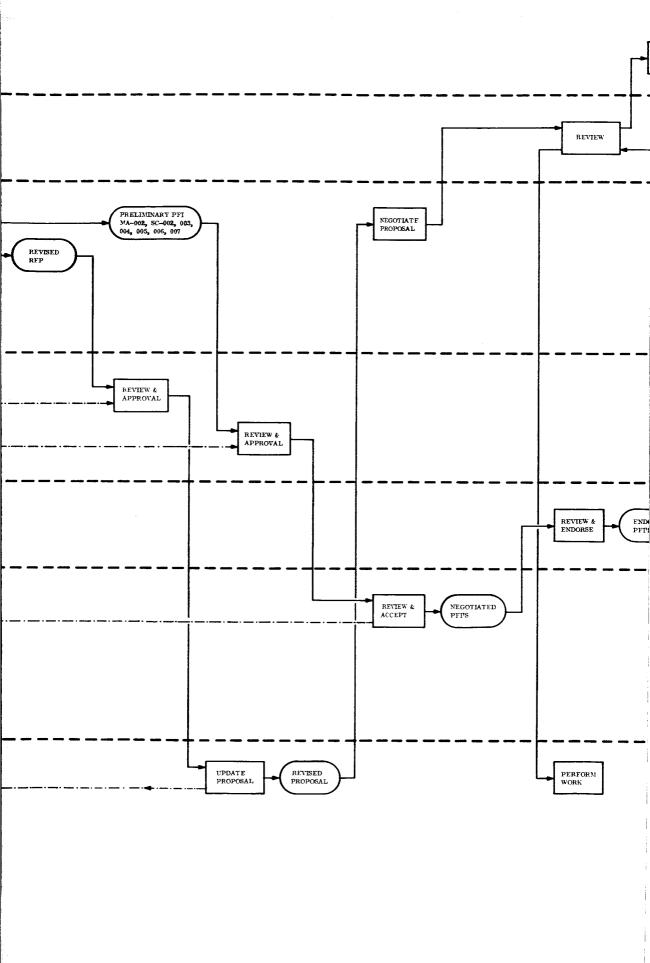
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Figure I-2. Project Control User Flow Diagram (Sheet 1 of 4)







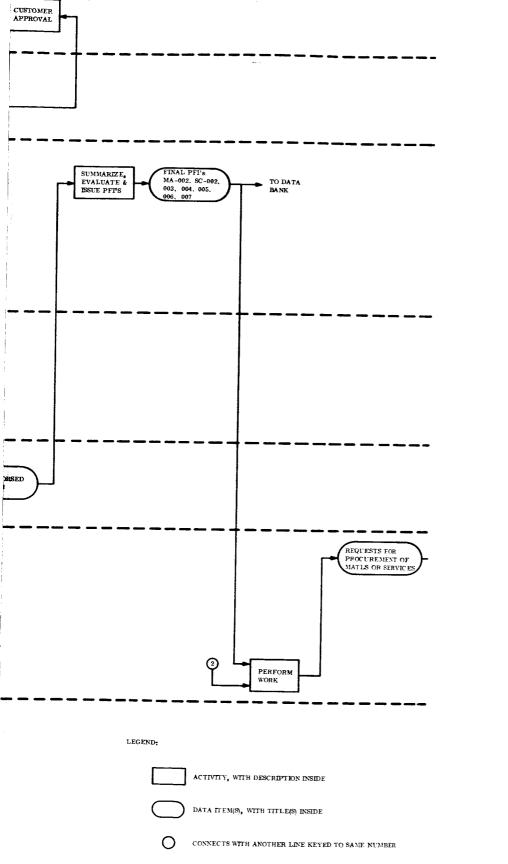
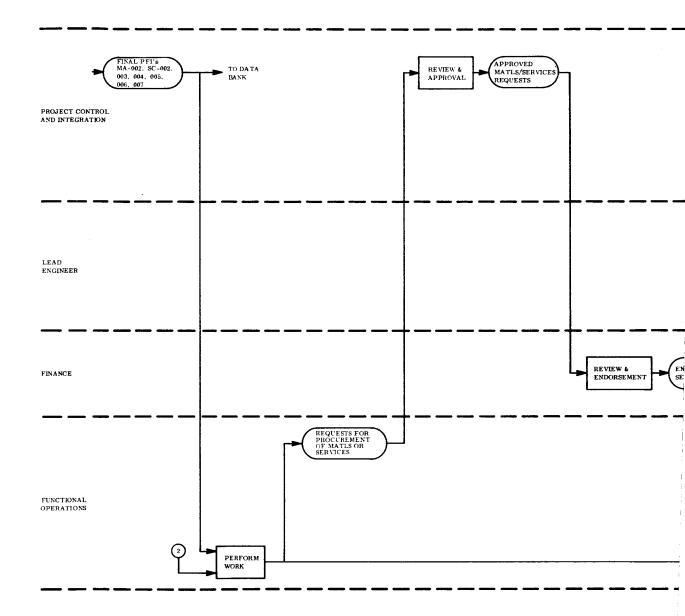


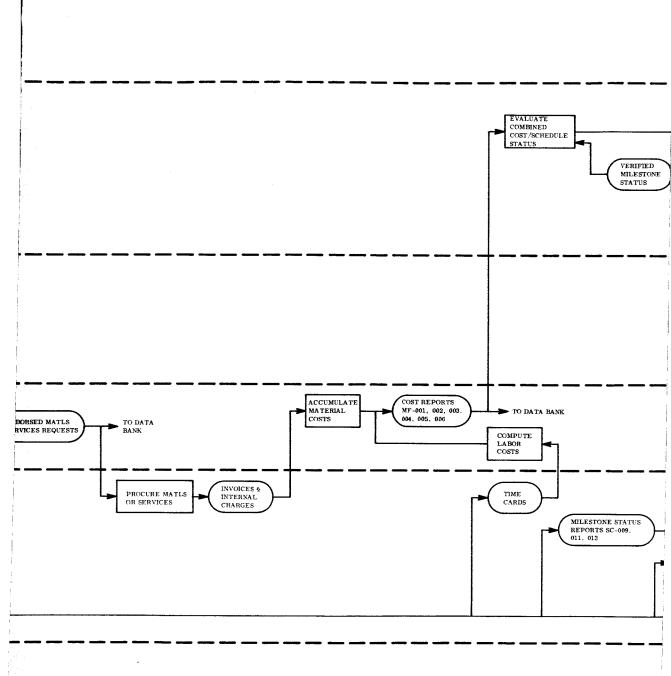
Figure I-2. Project Control User Flow Diagram (Sheet 2 of 4)

CONTRACTOR

BUSINESS MANAGEMENT



SUBCONTRACTORS



- NOTES:

 1. LEAD ENGINEER'S PERFORMANCE EVALUATION IS CONCERNED WITH EVALUATION OF DATA IN HIS AREA OF RESPONSIBILITY.

 (DATA EVALUATED INCLUDES THE COST/SCHEDULE ANALYSIS SUPPLIED BY PROJECT CONTROL.)

 2. PROJECT CONTROL PERFORMANCE EVALUATION IS ADDITIONALLY CONCERNED WITH INTERFACE EFFECTS UPON OTHER TASKS AND/OR ORGANIZATIONS.

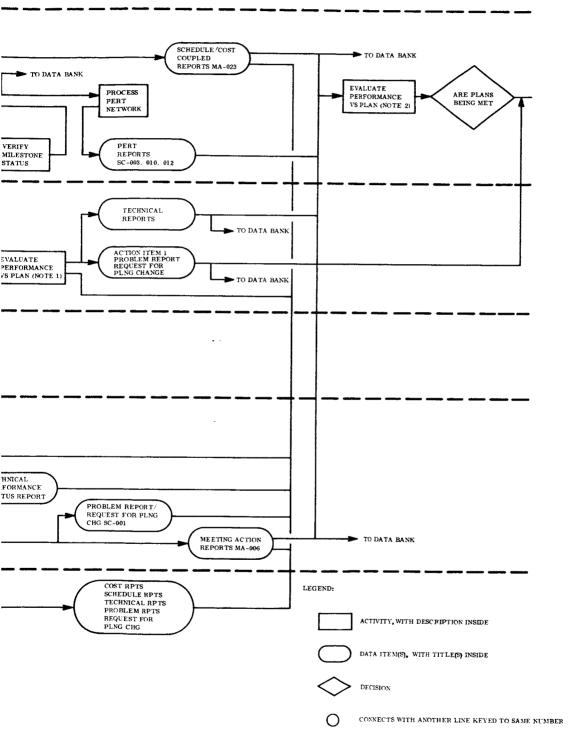


Figure I-2. Project Control User Flow Diagram (Sheet 3 of 4)

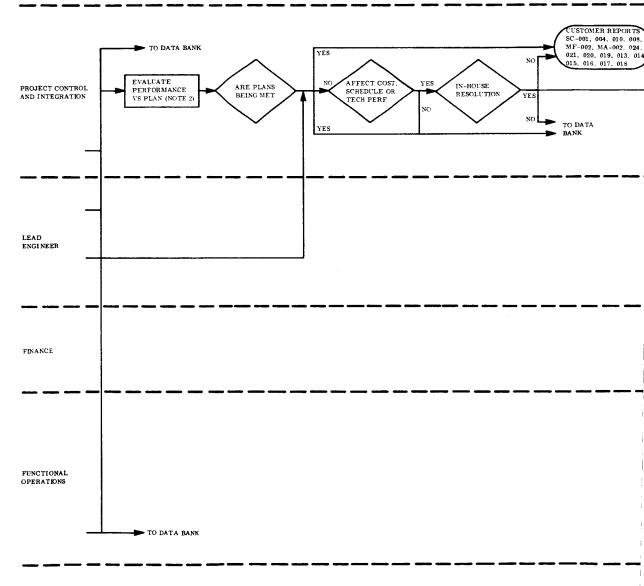
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SYSTEM OFFICE

CONTRACTOR

BUSINESS MANAGEMENT



SUBCONTRACTORS

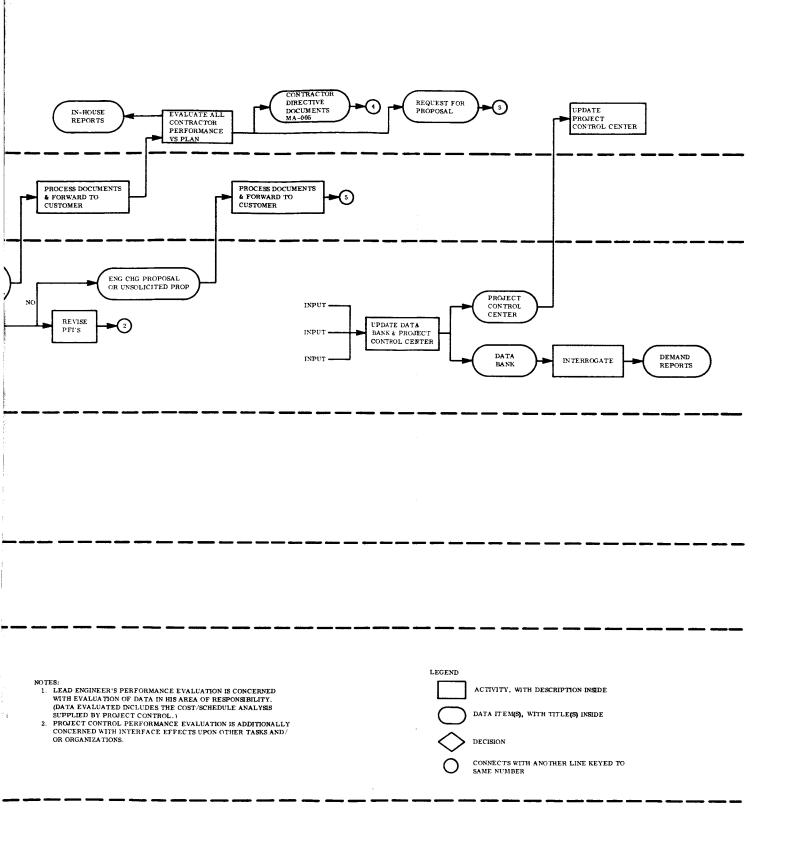


Figure I-2. Project Control User Flow Diagram (Sheet 4 of 4)

Overall Management Data Requirement Descriptions

DRD Number	Title
MA-001	*Project Change Notice
MA-002	*Project Funding Instruction (PFI)
MA-003	Project Policies, Procedures, and Directives
MA-004	*Department Policies, Procedures, and Directives
MA-005	List, Priority Action Items
MA-006	*List, Action Items
MA-007	Plan, Project Implementation
MA-008	Plan, Project Control
MA-009	Plan, Organization
MA-010	Plan, Project Communications
MA-011	Plan, Security
MA-012	Plan, Facility
MA-018	Report, Final Project
MA-014	*Report, Project Review
MA-015	Report, Project Problem/Action (Red Flag)
MA-016	Report, Project Progress (Monthly)
MA-017	Report, Project Review Schedule and Agenda
MA-018	Report, Film
MA-019	Report, Quarterly, Written
MA-020	Report, Resources Requirements/Availability
MA-021	Report, Weekly Activity
MA-022	Report, Schedule/Cost Coupling Summary (Monthly)
MA-023	*Report, Schedule/Cost Coupling
MA-024	Report, Contact
MA-025	Plan, Contingency Operation
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^{*}Key Informal Data

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SPECIAL INSTRUCTIONS: MA-0
SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)
OUTLINE OF CONTENTS:
The Project Change Notice shall provide all the pertinent information regarding customer directed scope changes, including preliminary effects on technical, cost and schedule performance as indicated on the attached sample form.
(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

CONTRACT #	DATE
PROGRAM CHANGE #	
TITLE	
TO:	
Attached is a Program Change initiated b	by the Technical Officer,
Project Office, in response to a request from	om Marketing .
It is requested that the Change be submit	tted to NASA as soon as possible
for Change Order approval.	
A proposal will be prepared and submitte	ed to you within 30 days
45 days 60 days days.	

PROGRAM CHANGE #	CONTRACT #
DATE:	
TITLE:	
DESCRIPTION:	
Basis for Program Change Request: (F	Reference T.O. direction if applicable).
T (C Classes / Palata	Drogram Change to contractual requirements
Justification for Scope Change (Relate	Program Change to contractual requirements
Estimate of Costs (Budgetary)	
Effect on Performance (Relate effect	to contract work statement re: power, weight, etc.)
Effect on Schedule (Budgetary)	
FORM 10863V2 (5-63) - PROGRAM CHANGE NOTICE	-4-

REMARKS:	
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SPECIAL INSTRUCTIONS.		MA-002

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

Work authorizations will be issued to performing operations by Project Control by means of the Project Funding Instruction (PFI). One PFI will be issued by PC and one to each of the performing organizations listed funding for each of the work packages to be worked on by that particular organization. Each PFI will show all the following information by work package and by designated responsible individual in the performing operation per the attached sample form:

- 1. Funding for equivalent manpower (man-months)
- 2. Material (in thousands of dollars)
- 3. Past effort (inception-to-date), in equivalent man-months and material dollars expended and committed.
- 4. Future estimated effort (expressed in man-months and material dollars to be expended and committed.)
- 5. Event numbers and milestones to be completed.

PROJECT FUNDING INSTRUCTION VOYAGER PROJECT

Details Attached

Funding To:

Nos. to be Completed Event Customer Base Line at Compl. Total Material (in thousands) Total Est. at Compl. Est. Bal. Compl. Est. Aug. Est. July Funding June 9 May □ Total Customer Base Line at Compl. 0 Est. at Compl. ∞ Equivalent Manpower Man Months Est. Bal. to Compl. Est. Aug. 9 Est. S Funding June 4 ITD Man Months May 3 Resp. Individual ~ Work Package No.

Project Funding Instruction (PFI) Form

Finance

Functional Representative

Project Engineer

Date_

Date

Date

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

DRD NO.:

MA-003

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

Project policies, procedures and directives will be classified by function rather than by organization structure in accordance with the following categories:

- 1. General and Administrative
- 2. Financial
- 3. Engineering
- 4. Manufacturing
- 5. Facilities
- 6. Marketing and Contracts
- 7. Employee and Community Relations
- 8. Reliability
- 9. Quality Assurance
- 10. Legal
- 11. Security, Safety, and Plant Protection
- 12. Program Management

Each instruction will include the following major paragraphs or sections.

- Purpose The purpose or need for the instruction should be developed so that there is no question in the mind of the reader.
- Definition Significant items should be defined when there might be some question of their meaning.
- Policy The policy statement should be made in concise and understandable language.
- Responsibilities Specific responsibilities of the organizational elements involved in implementing the instruction will be identified.
- Procedure Procedural details should be briefly but clearly stated in chronological order. When possible, responsibilities and procedure may be combined in one major section/paragraph, to avoid repetition and to keep the instruction concise and clear.

DATA DATE: DRD APPROVED BY: CATEGORY: VOYAGER DATA REQUIREMENT DESCRIPTION DRD NO CONTRACT DRD PREPARED BY: DATE CODE: OFFICE RESPONSIBLE FOR DRD: CODE ORGANIZATION ORIGINATING REQUIREMENT: 7/28/67MA MA-004 R. Ginsberg TASK OR DRL ITEM ORGANIZATION RESPONSIBLE TITLE OF DOCUMENT: NO. SUBTASK: FOR DOCUMENT PREPARATION Project Control *DEPARTMENT POLICIES, PROCEDURES, ORGANIZATION RESPONSIBLE LEVEL NO. DRL NO. AND DIRECTIVES FOR DOCUMENT REPRODUCTION ORGANIZATION RESPONSIBLE DDL NO. FILE NO. FOR DOCUMENT DISTRIBUTION TYPE OF DOCUMENT: **M**CONTROL DACTION DREFERENCE DINFORMATION ORGANIZATION RESPONSIBLE NO OF COPIES USE OF DOCUMENT: Provides uniform policies and procedures for FOR DOCUMENT STOWAGE: all Project personnel to accomplish required routines and 250 achieve Department objectives. Implements/defines INFORMATION CUTOFF Company or Division policies to assure Department com-ESTIMATED MANHOURS DATE OR MILESTONE FOR SINGLE PREPARATION pliance. Documents procedural subjects involving two or more sections. Provides guidance in satisfying contractual DATE DATA DUE requirements. ESTIMATED COST (\$) INTERRELATIONSHIP WITH OTHER DATA REQUIREMENTS: FOR SINGLE PREPARATION TO USER MA-003, Project Policies, Procedures, and Directives FREQUENCY OF ISSUE: PUBLICATION DATE: ANNUALLY SDR SEMI-ANNUALLY CHARTERLY UPDATE (FREQUENCY BI-MONTHLY OR MILESTONE): SEMI-MONTHLY CLASSIFICATION: GROUP I BI-WEEKLY As required GROUP 2 D SPECIAL HANDLING ☐ SECRET ō WEEKLY ESTIMATED GROUP 3 D NASA DISCREET CONFIDENTIAL SECRET RESTRICTED DATA
CONFIDENTIAL RESTRICTED DATA EXPIRATION DATE: T OTHERWISE, AS SPECIFIED PROPRIETARY PROJECT DISCREET As required PUBLIC DOMAIN □ NOFORN ☐ UNCLASSIFIED REFERENCE DOCUMENTS: FORM OF DATA: KIND OF DATA: ☐ INSTRUCTION 1. Introduction of the Company EXPRINTED DOCUMENT ☐ ABSTRACT Organization and Policy Guide D LETTER □ BROCHURE D LIST 2. Company Directive Policy ☐ BULLETIN ☐ DIAGRAM □ LOG ☐ DRAWING ☐ CATALOG No. 20.1 ☐ MANUAL □ CONTRACT ☐ FILM (STATIC OR MOTION) Missile and Space Division □ MEMORANDUM ☐ ILLUSTRATION D DIRECTIVE **Policies** ☐ MINUTES I MODEL D DISCLOSURE APPLICABLE STANDARDS ☐ PLAN ☐ RECORDING (TAPE OR DISC) ☐ ENGINEERING CHANGE M PROCEDURE ORDER D COMPUTER CARD ☐ REQUEST FOR ENGINEER- ☐ REGULATION COMPUTER TAPE ING CHANGE PROPOSAL | REPORT ☐ MICROFILM (W/OR W/O CARD) □ ENGINEERING CHANGE □ SCHEDULE □ OTHER ☐ SPECIFICATION PROPOSAL ☐ STANDARD ☐ HANDBOOK □ VOUCHER D INDEX REVIEWS AND/OR APPROVALS REQUIRED: (LIST IN ORDER OF SUBMITTAL) DATE PREPUBLICATION PROOF DATE DRAFT SUBMIT FOR REVIEW TO: -BY SUBMIT FOR Project Manager APPROVAL TO:

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2.	Financial Engineering
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4.	Manufacturing
5 .	Facilities Manketing and Contracts
6.	Marketing and Contracts
7.	Employee and Community Relations
8.	Reliability Ovality Aggreea
9. 10	Quality Assurance
10,	Legal Security Sefety and Plant Protection
11.	Security, Safety, and Plant Protection
12.	Program Management
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- Purpose The purpose or need for the instruction should be developed so that there is no question in the mind of the reader.
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- Responsibilities Specific responsibilities of the organizational elements involved in implementing the instruction will be identified.
- Procedure Procedural details should be briefly but clearly stated in chronological order. When possible, responsibilities and procedure may be combined in one major section/paragraph to avoid repetition and to keep the instruction concise and clear.

GE EXHIBIT DRD MA-005 DATE DATA DRD APPROVED BY CATEGORY VOYAGER DATA REQUIREMENT DESCRIPTION DRD NO. CONTRACT DRD PREPARED BY: CODE: OFFICE RESPONSIBLE FOR DRD: CODE DATE ORGANIZATION ORIGINATING NO. REQUIREMENT. MA-005 MΑ R. Ginsberg 7/28/67 DRL ITEM ORGANIZATION RESPONSIBLE TASK OR TITLE OF DOCUMENT: FOR DOCUMENT PREPARATION: SUBTASK: NO 1 Project Control ORGANIZATION RESPONSIBLE LEVEL NO DRL NO FOR DOCUMENT REPRODUCTION LIST, PRIORITY ACTION ITEMS FILE NO ORGANIZATION RESPONSIBLE DDL NO. FOR DOCUMENT DISTRIBUTION TYPE OF DOCUMENT: ☐ CONTROL **EXINFORMATION** DACTION DREFERENCE USE OF DOCUMENT: ORGANIZATION RESPONSIBLE NO OF COPIES FOR DOCUMENT STOWAGE Formally establishes project priorities for required 50 actions between customer and contractor. INFORMATION CUTOFF ESTIMATED MANHOURS FOR SINGLE PREPARATION DATE OR MILESTONE DATE DATA DUE ESTIMATED COST (\$) INTERRELATIONSHIP WITH OTHER DATA REQUIREMENTS: FOR SINGLE PREPARATION TO USER Project Policies, Procedures. MA-003, FREQUENCY OF ISSUE PUBLICATION DATE and Directives - ANNUALLY MA-008. Plan, Project Control SEMI-ANNUALLY SDR QUARTERLY MA-015, Report, Project Problem/Action (Red Flag) UPDATE (FREQUENCY BI-MONTHLY OR MILESTONE) MONTHLY CLASSIFICATION: SEMI-MONTHLY GROUP ! Not applicable BI-WEEKLY □ SECRET GROUP 2 SPECIAL HANDLING WEEKLY ESTIMATED CONFIDENTIAL GROUP 3 D NASA DISCREET SECRET RESTRICTED DATA EXPIRATION DATE OTHERWISE AS SPECIFIED CONFIDENTIAL RESTRICTED DATA PROPRIETARY PROJECT DISCREET UNCLASSIFIED D PUBLIC DOMAIN □ NOFORN REFERENCE DOCUMENTS: FORM OF DATA: KIND OF DATA: T PRINTED DOCUMENT ☐ ABSTRACT ☐ INSTRUCTION □ LETTER D BROCHURE ☐ CHART X LIST ☐ DIAGRAM D BULLETIN □ LOG ☐ DRAWING ☐ CATALOG ☐ MANUAL ☐ FILM (STATIC OR MOTION) □ CONTRACT T MEMORANDUM ☐ ILLUSTRATION □ DIRECTIVE □ MINUTES □ MODEL DISCLOSURE APPLICABLE STANDARDS ☐ RECORDING (TAPE OR DISC) ☐ ENGINEERING CHANGE ☐ PLAN ORDER □ PROCEDURE ☐ COMPUTER CARD REQUEST FOR ENGINEER- REGULATION COMPUTER TAPE ING CHANGE PROPOSAL I REPORT ☐ MICROFILM (W/OR W/O CARD) ☐ SCHEDULE E ENGINEERING CHANGE □ OTHER ☐ SPECIFICATION PROPOSAL ☐ STANDARD ☐ HANDBOOK □ VOUCHER INDEX REVIEWS AND/OR APPROVALS REQUIRED: (LIST IN ORDER OF SUBMITTAL) PREPUBLICATION PROOF DATE DATE DRAFT SUBMIT FOR REVIEW TO: -SUBMIT FOR

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BY

Project Manager

APPROVAL TO:

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OUTLINE OF CONTENTS:

The Priority Action Item List shall delineate all problem areas which have a significant effect on Project progress and for which specific actions are required of either the customer or the contractor to effect resolution. The following data shall be shown for each action item listed

- 1. Applicable reference to the Project Problem Report
- 2. The schedule date for completion
- 3. The individual (s) customer and/or contractor assigned to complete the action
- 4. The interfacing activities or milestones affected
- 5. The severity category into which the problem currently falls
- 6. The possible effects of a slippage in meeting the date

GE EXHIBIT DRD MA-006 DATA DATE DRD APPROVED BY CATEGORY VOYAGER DATA REQUIREMENT DESCRIPTION DRD NO. DRD PREPARED BY CONTRACT CODE: OFFICE RESPONSIBLE FOR DRD: CODE ORGANIZATION ORIGINATING DATE REQUIREMENT NO. MΑ R. Ginsberg 7/28/67 MA-006 DRL ITEM ORGANIZATION RESPONSIBLE TASK OR TITLE OF DOCUMENT: FOR DOCUMENT PREPARATION SUBTASK. NO. Project Control ORGANIZATION RESPONSIBLE DRL NO LEVEL NO * LIST, ACTION ITEMS FOR DOCUMENT REPRODUCTION ORGANIZATION RESPONSIBLE DDL NO FILE NO FOR DOCUMENT DISTRIBUTION TYPE OF DOCUMENT: ☐ CONTROL DACTION DREFERENCE MINFORMATION USE OF DOCUMENT ORGANIZATION RESPONSIBLE NO OF COPIES Provides in-house direction and establishes individual FOR DOCUMENT STOWAGE responsibility for completing action items required to 50 INFORMATION SUTSEE resolve problems significant to meeting Project ESTIMATED MANHOURS FOR SINGLE PREPARATION DATE OR MILESTONE milestones. ESTIMATED COST (\$) DATE DATA DUE INTERRELATIONSHIP WITH OTHER DATA REQUIREMENTS: FOR SINGLE PREPARATION TO USER MA-003. Project Policies, Procedures and Directives MA-005, List, Priority Action Items FREQUENCY OF ISSUE PUBLICATION DATE MA-008Plan, Project Control ANNUALLY SEMI-ANNUALLY MA-015, Report, Project Problem/Action (Red Flag) SDR QUARTERLY UPDATE (FREQUENCY BI-MONTHLY MA-021, Report, Weekly Activity MONTHLY OR MILESTONE) CLASSIFICATION SEMI-MONTHLY GROUP I BI-WEEKLY As required ☐ SECRET D GROUP 2 SPECIAL HANDLING WEEKLY ☐ CONFIDENTIAL GROUP 3 ☐ NASA DISCREET ESTIMATED SECRET RESTRICTED DATA EXPIRATION DATE OTHERWISE, AS SPECIFIED CONFIDENTIAL RESTRICTED DATA ☐ PROPRIETARY PROJECT DISCREET M UNCLASSIFIED PUBLIC DOMAIN □ NOFORN REFERENCE DOCUMENTS FORM OF DATA: KIND OF DATA: PRINTED DOCUMENT □ ABSTRACT □ INSTRUCTION ☐ CHART ☐ BROCHURE D LETTER T DIAGRAM K LIST D BULLETIN ☐ DRAWING ☐ CATALOG ☐ LOG ☐ FILM (STATIC OR MOTION) □ CONTRACT MANUAL D DIRECTIVE ☐ MEMORANDUM I ILLUSTRATION ☐ MODEL ☐ DISCLOSURE MINUTES APPLICABLE STANDARDS ☐ RECORDING (TAPE OR DISC) ☐ ENGINEERING CHANGE C PLAN ☐ COMPUTER CARD ORDER D PROCEDURE ☐ REQUEST FOR ENGINEER- ☐ REGULATION COMPUTER TAPE ☐ MICROFILM (W/OR W/O CARD) ING CHANGE PROPOSAL | REPORT ☐ OTHER ☐ ENGINEERING CHANGE D SCHEDULE ☐ SPECIFICATION PROPOSAL ☐ HANDBOOK ☐ STANDARD INDEX □ VOUCHER REVIEWS AND/OR APPROVALS REQUIRED: (LIST IN ORDER OF SUBMITTAL) DRAFT DATE DATE PREPUBLICATION PROOF SUBMIT FOR REVIEW TO:

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The Action Item List shall delineate at subtask level all problem areas which have a significant effect on Project progress, and for which specific actions are required of contractor personnel to effect resolution. The following data shall be shown for each action item listed:	
 Applicable reference to the Priority Action Item List (or other reference) The scheduled date for completion 	
3. The individual assigned to complete the action 4. The interfacing activities or milestones affected	
5. Participating Project organizations 6. The proposed solution and/or actions required, if determined	
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OUTLINE OF CONTENTS:

- 1. This document defines the overall Project plan established to meet the contract objectives by implementing and integrating all the salient plans and other planning documents that cover the Project management, operations, and control functions.
- 2. The plan shall include:
- a. An introductory section consisting of a brief narration of the project, its objectives, its major milestones and their timing schedules. It may, as applicable, include the project interface with other projects or systems of the overall Voyager Program.
- b. Reference to and a brief outline of the objectives and purpose of the major plans developed for the project effort including, as a minimum, the following plans:

Organization .

Project Control

Configuration Management

Data Management

Manufacturing

Procurement

Facilities

Logistic Support

Mission Operations

Reliability

Quality Assurance

Inspection

Subcontractor/Vendor Quality Assurance

Safety

Integrated Test

Communications

Handling and Transportation

Contingency Operations

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c. A narrative description that briefly correlates and integrates the efforts covered by the plans listed in b. to present an overall project management plan defining the project operations and controls, both administratively and technically.

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the critical problem areas of control and proposed solutions and control features, including the following:

- 1. Control emphasis tailored to project phases
- 2. Use of technical performance monitoring as one basic control function
- 3. Use of integrated work performance/resources and schedule evaluation
- 4. Dynamic control center with customer repeater display
- Computerized data bank with direct customer access 5.
- Emphasis on early problem detection and correction capability 6.
- 7. Corporate executive participation

The plan shall include, as a minimum, the project approach to the following subjects:

- Project Control Requirements 1.
- 2. Problems/Critical Areas
- Organization/Responsibilities 3.
- Project Control Center 4.
- Technical Performance Monitoring (CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.) 5.

- 6. Resource Monitoring and Control
- 7. PERT Planning and Operation
- 8. Work Performance Assessment (including Schedule/Cost Coupling system)
- 9. Subcontractor Monitoring and Control
- 10. Project Control Reviews/Reports

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FOR SINGLE PREPARATION: DATE DATA DUE INTERRELATIONSHIP WITH OTHER DATA REQUIREMENTS: TO USER: Plan, Contractor Data Acquisition Flow DM-008.PUBLICATION DATE: FREQUENCY OF ISSUE: Plan, Project Implementation MA-007, □ ANNUALLY O SEMI-ANNUALLY SDR QUARTERLY UPDATE (FREQUENCY BI-MONTHLY OR MILESTONE): MONTHLY SEMI-MONTHLY CLASSIFICATION: ☐ GROUP I As required BI-WEEKLY SPECIAL HANDLING GROUP 2 O SECRET WEEKLY NASA DISCREET ESTIMATED O CONFIDENTIAL ☐ GROUP 3 D DAILY SECRET RESTRICTED DATA GROUP 4 EXPIRATION DATE: OX OTHERWISE AS SPECIFIED PROJECT DISCREET CONFIDENTIAL RESTRICTED DATA PROPRIETARY D PUBLIC DOMAIN IT NOFORN XUNCLASSIFIED As required REFERENCE DOCUMENTS: KIND OF DATA: FORM OF DATA! PRINTED DOCUMENT ☐ ABSTRACT □ INSTRUCTION ☐ BROCHURE **D** LETTER ☐ CHART □ LIST D BULLETIN ☐ DIAGRAM □ LOG CATALOG ☐ DRAWING MANUAL CONTRACT ☐ FILM (STATIC OR MOTION) ☐ MEMORANDUM D DIRECTIVE ☐ ILLUSTRATION MINUTES ☐ MODEL □ DISCLOSURE R PLAN APPLICABLE STANDARDS ☐ ENGINEERING CHANGE ☐ RECORDING (TAPE OR DISC) □ PROCEDURE ORDER ☐ COMPUTER CARD REQUEST FOR ENGINEER- REGULATION COMPUTER TAPE ING CHANGE PROPOSAL D REPORT ☐ MICROFILM (W/OR W/O CARD) I SCHEDULE ENGINEERING CHANGE C) OTHER ☐ SPECIFICATION PROPOSAL ☐ STANDARD ☐ HANDBOOK □ VOUCHER ☐ INDEX REVIEWS AND/OR APPROVALS REQUIRED: (LIST IN ORDER OF SUBMITTAL) DATE PREPUBLICATION PROOF DATE DRAFT SUBMIT FOR REVIEW TO: SUBMIT FOR Project Manager APPROVAL TO

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OUTLINE OF CONTENTS:

The plan shall include, but not be limited to, the following:

- 1. Outline of Project requirements affecting organization
- 2. Management approach
- 3. Organization approach, including analyses and alternatives
- 4. Corporate position of the project
- 5. Contractor Project organization
- 6. Authorities and responsibilities of key contractor positions
- 7. Role of principal subcontractors
- 8. Authorities and responsibilities of key subcontractor positions
- 9. Project boards and working groups
- 10. Organizational relationships
 - a. Customer/GE
 - b. Customer/GE/GE (other than Voyager)
 - c. Customer/GE/subcontractors
- 11. Key personnel resumes contractor and subcontractor

DATE DATA DRD APPROVED BY: CATEGORY VOYAGER DATA REQUIREMENT DESCRIPTION ORGANIZATION ORIGINATING CODE OFFICE RESPONSIBLE FOR DRD: CODE DRD NO.: DRD PREPARED BY: CONTRACT DATE REQUIREMENT MA R. Ginsberg MA-010 7/28/67 TITLE OF DOCUMENT ORGANIZATION RESPONSIBLE TASK OR DRL ITEM FOR DOCUMENT PREPARATION SUBTASK NO.: **Project Control** ORGANIZATION RESPONSIBLE DRL NO.: PLAN, PROJECT COMMUNICATIONS LEVEL NO. FOR DOCUMENT REPRODUCTION ORGANIZATION RESPONSIBLE DDL NO FILE NO FOR DOCUMENT DISTRIBUTION: TYPE OF DOCUMENT: **MCONTROL** DACTION DREFERENCE ☐ INFORMATION USE OF DOCUMENT: ORGANIZATION RESPONSIBLE NO. OF COPIES: FOR DOCUMENT STOWAGE Provides uniform approach to assure rapid and 50 accurate formal and informal communication within ESTIMATED MANHOURS INFORMATION CUTOFF GE and across customer and subcontractor interfaces. FOR SINGLE PREPARATION DATE OR MILESTONE ESTIMATED COST (\$) DATE DATA DUE INTERRELATIONSHIP WITH OTHER DATA REQUIREMENTS FOR SINGLE PREPARATION: TO USER: MA-003. Project Policies, Procedures and Directives MA-008, Plan, Project Control FREQUENCY OF ISSUE: PUBLICATION DATE: MA-009, Plan, Organization ANNUALLY MA-024, Report, Contact SEMI-ANNUALLY **SDR** QUARTERLY UPDATE (FREQUENCY B!-MONTHLY MONTHLY OR MILESTONE) CLASSIFICATION: SEMI-MONTHLY D GROUP I As required BI-WEEKLY O SECRET GROUP 2 D SPECIAL HANDLING CONFIDENTIAL D NASA DISCREET WEEKLY □ GROUP 3 ESTIMATED SECRET RESTRICTED DATA GROUP 4 EXPIRATION DATE: CONFIDENTIAL RESTRICTED DATA OTHERWISE, AS SPECIFIED ☐ PROPRIETARY ☐ PROJECT DISCREET TO UNCLASSIFIED PUBLIC DOMAIN □ NOFORN One time REFERENCE DOCUMENTS FORM OF DATA: KIND OF DATA: M PRINTED DOCUMENT ☐ ABSTRACT ☐ INSTRUCTION ☐ CHART ☐ BROCHURE ☐ LETTER T DIAGRAM D LIST D BULLETIN C DRAWING ☐ CATALOG □ LOG Customer Organization Plan ☐ FILM (STATIC OR MOTION) CONTRACT ☐ MANUAL I ILLUSTRATION □ DIRECTIVE ☐ MEMORANDUM D MODEL ☐ DISCLOSURE D MINUTES D RECORDING (TAPE OR DISC) D ENGINEERING CHANGE N PLAN APPLICABLE STANDARDS ☐ COMPUTER CARD ORDER ☐ PROCEDURE COMPUTER TAPE ☐ REQUEST FOR ENGINEER- ☐ REGULATION □ MICROFILM (W/OR W/O CARD) ING CHANGE PROPOSAL I REPORT O OTHER D ENGINEERING CHANGE D SCHEDULE PROPOSAL ☐ SPECIFICATION ☐ HANDBOOK ☐ STANDARD O INDEX □ VOUCHER REVIEWS AND/OR APPROVALS REQUIRED: (LIST IN ORDER OF SUBMITTAL) DRAFT DATE PREPUBLICATION PROOF DATE SUBMIT FOR REVIEW TO: -SUBMIT FOR RY APPROVAL TO: Project Manager

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OUTLINE OF CONTENTS:

The plan will provide procedures for meeting the Project need for complete visibility of the GE effort, timely response to customer direction, and efficiency in maintaining rapid communication among all Project elements. The plan shall include, but not be limited to, the following:

- 1. Definition of the customer areas which will provide direction to the contractor
- 2. Definition of the primary communication channels between the customer, contractor and subcontrators
 - a. Top management channel
 - b. Overall Project direction channel
 - c. Customer cognizant engineer/contractor cog engineer channel
 - d. Customer cog engineer/contractor project engineer channel
 - e. Project control center channel
 - f. Contracts/business management channel
- 3. Procedures to assure direct accessibility of contractor engineers at all levels to the customer.
- 4. Identification of channels for direct and rapid access to any element of the project by the customer.

- 5. Procedures that assure proper integration of all customer direction from a contractual and technical standpoint
- 6. Policies for establishment of customer liaison offices at contractor and subcontractor plants
- 7. Definition of the role of the satellite Engineering Offices
- 8. Definition of the hardwire communication system (customer, contractor and subcontractor)
 - a. TWX
 - b. Leased telephone
 - c. Datafax
 - d. Desk-side computer
- 9. Procedures for operation of the high-speed parcel delivery system

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OUTLINE OF CONTENTS:

The plan shall be formulated to assure the safeguard of all classified elements of the contract and to provide and maintain a system of organizational security controls. The plan shall be in accordance with the <u>Security Agreement</u> and the <u>Industrial Security Manual for Safeguarding Classified Information</u> in effect on the date of the contract. At a minimum, the plan shall provide procedures for:

- 1. Classification
- 2. Protection of classified documents
- 3. Personnel education
- 4. Personnel and facility clearances
- 5. Communications
- 6. Area controls
- 7. Visitor controls
- 8. Transportation and handling

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OUTLINE OF CONTENTS:

The plan shall outline the facility requirements and describe the available and planned facilities and intended usage for both the contractor and principal/major subcontractors in the following categories:

Category I - Contractor-Owned Facilities

Category II - Government-Owned Facilities

Category I - Facilities shall include, but not be limited to, the following:

Project Control Center

Parts Lab (including Magnetic Station)

Materials R&D Lab

Standards and Calibration Labs

Quality Assurance Materials and Processes Lab

Receiving, Inspection, and Shipping

Machine and Sheet Metal Shops

Pneumatics Assembly and Clean Environment Facility

Electronics Shop and Harness Fabrication

Manufacturing Engineering Development Lab

Component Environmental Lab

Morgantown Facility

Guidance and Control Lab

Space Power and Battery Lab

Data Processing Center
Thermal Lab
Structures Lab
Pyro Area
Antenna Range
EMI Lab
Dual C-210 Facility
Portable Multi-Head Facility
Space/Solar Environmental Facility
Thermal Vacuum Facilities
Acoustic Facilities
Clean Assembly and Test Area
Spacecraft Assembly and Test Facility
Spacecraft Magnetic Evaluation Station

Category II-Facilities shall include, but not be limited to the following:

Facilities similar to those described above in Category I

Launch Operations Facilities

Mission Operation Phase Facilities

The plan shall include a loading analysis and usage schedule and shall provide current and required availability/modification dates.

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1.	This final report shall document and summarize the results of the entire contracted Project work. The text of the report shall be augmented, as appropriate, with
	photographs, drawings, tables, diagrams, sketches, graphs, and curves, in sufficient
	detail to describe the results achieved and the conclusions to be drawn from the work
	accomplished.
2.	The report shall provide, at a minimum:
4.	a. A narrative summary of the items (hardware and software) delivered, including
	all major milestones.
	b. Details of all major problem areas encountered, their resolution, and their effect
	on the planned effort.

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

Recommendations and conclusions based on the experiences and results

obtained.

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OUTLI	INE OF CONTENTS:	
1.	This report documents and summarizes the results of each periodic project review meeting.	
2.	The reports shall include at a minimum:	
	a. All significant events and items discussed.	:
	b. All major project problems discussed and, where applicable, the decision or action taken on each item.	
	c. Requests for data along with resultant commitments.	
	d. Progress on tasks and deliverable products during the period since the	
	previous project review.	

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

Reports documented in accordance with this DRD shall cover those for major project reviews such as critical project reviews, quarterly reviews and technical

director reviews.

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

DRD NO.:

MA-015

- 1. The report may comprise a Project summary section together with attached problem reports (prepared in accordance with the outlined format herein) for the respective functional and performing areas.
- 2. "Critical" problems shall be reported to the customer by TWX as they arise, when so identified, and shall be documented in detail in the next issue of the Project problem report.

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. These problem reports shall provide a current list of project problems categorized in severity as follows:
- a. Critical, requiring immediate action without which resultant work stoppage or major project milestone slip will occur
- b. Urgent, requiring action by a scheduled date, beyond which it will become critical
- c. Routine, requiring resolution, but a scheduled resolution date is not yet needed to prevent its becoming urgent
- d. Resolved, those resolved during the reporting period, and now removed from the critical, urgent, or routine categories, including reportable problems arising, but already resolved during the report period
 - 2. The following data shall be shown for each problem item reported:
 - a. The scheduled date for its resolution
- b. The last date beyond which a major project milestone must as a result be slipped for its resolution
 - c. The individual (contractor) assigned responsibility for its resolution
 - d. The interfacing activities and/or milestones affected by the problem
 - e. The severity category into which the problem currently falls
- f. The proposed solution, if any, and the required actions and the action organization, if determined

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

DRD NO.:

MA-016

The report may comprise a project summary section together with attached progress reports for the respective functional and performing areas.

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. These periodic progress reports shall provide a detailed description of the significant progress accomplished in all major project areas, as compared to that forecasted, for the reporting period.
- 2. The reports shall highlight the significant events, detail all notable accomplishments in the performing areas, discuss current problems that may delay planned performance along with proposed corrective actions, and include a forecast of tasks to be continued, to be started, and to be completed in each functional and performing area.
 - 3. The report shall be categorized to provide the progress of all Project areas such as:
 - a. Project management (configuration, technical, administration, data, subcontractor)
 - b. Design (for each subsystem)
 - c. Manufacturing
 - d. Procurement
 - e. Quality Assurance
 - f. Reliability Assurance
 - g. Testing
 - h. Facilities

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roject review schedule and agenda reports will be prepared suffici	ently in advance of the
cheduled meetings to allow adequate time for review and concurrent	ice by all participants.
he schedule and agenda shall contain, as a minimum, the following	5.
. Subject of meeting	
Date, time and place	
. Summary of items to be covered and actions expected	
Personnel to attend	
. Required preparation	
Supporting information or references	
7. Meeting chairman and other contacts	
3. Visit arrangements	

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OUTLINE OF CONTENTS:	
1. Motion picture photographic coverage shall consist of, but not be limited	to, highlight
aspects of the Project. Subject matter shall consist of, but not be limited	d to, the
following:	
a. Design and development	
b. Contractor facilities	
c. Mock-up and models during development phases	
d. Hardware fabrication	
e. Test activities	
f Project milestones major events and subjects	

h. Field activities

Training

g.

- i. Project related events and subjects
- 2. Photographic coverage of functions of principal and major subcontractors shall also be included.
- 3. Subject matter shall include coverage of unsuccessful results and partial successes as well as successful event coverage.

- 4. Photography shall be in color, exposed at 24 frames per second, except in instances where the capability of the color film or the speed of the action would be detrimental to the accomplishment of the objectives of the photographic coverage.
- 5. Coverage shall be with 16mm Ektachrome commercial film.
- 6. The original film exposed in connection with the contract shall not be cut, except to remove the following:
 - a. Instrumentation footage such as dial readings and oscillography
 - b. Excessive footage of one subject from the same camera angle
 - c. Unsatisfactory "takes" from a technical photographic standpoint
- 7. Input shall normally contain a minimum of 300 to 400 feet of film and shall consists of the original exposed film.
- 8. Each input shall be accompanied by two typewritten "Shot Lists," identifying each scene by length and content and by a "Subject Description," explaining the subject matter of the input and its relationship to the overall project.
- 9. All scenes shall be adequately stated with contractor identification, date photographed, scene, and take number.

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оить 1.	The Quarterly Written Report shall be a summation for management of the significant items contained in each of the monthly progress reports for the period covered.
2.	These periodic progress reports shall provide a summarized description of the significant progress accomplished in all major project areas, as compared to that forecasted, for the reporting period.
3.	The reports shall highlight the significant events, summarize all notable accomplishments in the performing areas, discuss current problems that may delay planned performance along with proposed corrective actions, and include a forecast of tasks to be continued, to be started, and to be completed in each functional and performing area.
4.	The report shall be categorized to provide the progress of all Project areas such as:
	 a. Project management (configuration, technical, administration, data, subcontractor) b. Design (for each subsystem) c. Manufacturing d. Procurement e. Quality Assurance f. Reliability Assurance

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

g.

Testing Facilities

VOYAGER DATA REQUIREMENT DESCRIPTION	DRD APPROVED BY		DATE:	DATA CATEGORY:
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OUTLINE OF CONTENTS: The Resource Requirements/Availability Report will provide resource status identification of problem areas which have a significant effect on Project progrequires action/resolution by Project management. The report shall include, the following:	ress and which
 Comparison of requirements versus availability of the following for covered. 	the period
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derived are as follows:

A description of current and anticipated problem areas with possible solutions defined for each. Typical of the problem areas and solutions which may be

2. A projection of future requirements versus availability as above.

Facilities and equipment

b.

Funding

- a. Conflicting requirements for the same test facility at the same time will be identified. The solution may involve rescheduling one or more tests, use of an alternate facility, combining tests, or other arrangements. Effects of each alternative on technical adequacy, manpower, schedules, and cost will be evaluated in arriving at the solution.
- b. Planning may indicate a very high level of effort in a particular group for a short period of time due to several jobs being performed at the same time. Rescheduling may permit sequential performance of these jobs without significant overall schedule effect.
- c. Critical paths indicated by PERT planning may be relieved by diverting effort to paths with ample slack time.
- d. Pacing items will be identified. These might include facility construction, manpower build-up, training, availability of interface information, or other factors. Tradeoffs will be made between possible ways to expedite such items and other scheduling adjustments or alternate approaches which may compensate for, or circumvent, the limitations they appear to impose. In each case, technical and cost effects will be evaluated, as well as schedule effects.
- 4. The report shall also highlight similar areas for principal and major subcontractors as appropriate.

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SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)
OUTLINE OF CONTENTS:
The Weekly Activity Report will be a brief summary report of the weekly status reports required in-house for each work package. Reports by work package will be at the level agreed to between the customer and contractor. Particular attention will be paid to current and anticipated problem areas, potential slips in scheduled dates, and those significant items which are not available from a routine printout of the Project data bank. Similar information from principal and major subcontractors will be included in the report as appropriate.

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OUTLINE OF CONTENTS:	
The Schedule/Cost Coupling Report will be a computerized summation of current month expenditures versus those funded, inception-to-date expenditures versus those planned in	
the customer base line (CBL), net open commitments, and estimated final cost at	
completion according to: (1) the CBL, (2) the latest plan expressed in the PFI, (3) a calculated value for percent complete and (4) an independent assessment of percent complete	
(value) by the cognizant engineer. All of the above will be segregated by work package	
and responsible operation.	
The report will be prepared in accordance with the attached sample forms.	
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SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

Contact reports will be generated as a result of all informal communications with customers or subcontractors wherein pertinent information is discussed or exchanged. Pertinent information is defined to include the following:

- Contacts where agreement is reached to request a change to cost, schedule, performance or an interface
- b. Contacts where agreement is reached to request a change to approved document/ data (i.e., test plan, CEI list, etc.)
- Contacts where action or decisions are required by someone other than those involved in the contact
- Contacts that result in a request for a change in a scheduled milestone
- Contacts that result in a change to a previous decision
- Contacts that result in the release of GE or a subcontractor from a commitment, (i.e., action item, information request, meeting attendance, etc.)
- Contacts that result in a commitment by the customer (i.e., action items, decision date, etc.)

Contacts not considered pertinent include the following:

- a. Information only
- b. Verification contact (i.e., meeting date, agenda, attendees, etc.)
- c. Meetings at which minutes are required

Contact reports will be prepared in accordance with the attached sample form.

VOYAGER CONTACT REPORT (RC)

This is a report of a contact made on between			Date of Report _	Report No. VCRC Date of Report				
			Prepared by					
date		name of person	Ref CEI No					
	and		Ref CII No					
and organization		name of person	Ref Work Packa	ge				
and organization		name of person	Verification					
and organization								
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		P	lace	Date				
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VOYAGER Contact Report

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OUTLINE OF CONTENTS:	
The plan shall provide procedures for the protection of all Project	t property, government
and contractor-owned facilities and equipment, and for the preven	tion or minimizing
personnel casualties resulting from a grave emergency. Such em	ergencies shall include
acts of sabotage, labor disturbances, riots, fire, explosions, and	acts of God. The plan
shall include, but not be limited to, the following:	

The levels of emergency

2. Methods and procedures for plant protection

- 3. Methods and procedures for Project property protection
- 4. Methods and procedures for personnel protection
- 5. Personnel training and indoctrination
- 6. Evacuation routes

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- 7. Communications
- 8. Emergency areas and equipment

Scheduling Data Requirement Descriptions

DRD Number	<u>Title</u>
SC-001	*Schedule, Change Request/Notice
SC-002	Schedule, Project Level (PERT)
SC-003	Schedule, Project Level (Milestone)
SC-004	Schedule, Task and Sub-Task Level (PERT)
SC-005	Schedule, Task and Sub-Task Level (Milestone)
SC-006	*Schedule, Detail PERT Fragnets
SC-007	*Schedule, Work Package and Cost Account Level (Milestone)
SC-008	Report, Project Level (PERT)
SC-009	Report. Project Level Milestones
SC-010	Report, Task and Sub-Task Level (PERT)
SC-011	Report, Task and Sub-Task Level Milestones
SC-012	*Report, Detail PERT Fragnet Status
SC-013	*Report, Work Package and Account Level Milestones
SC-014	*List, Special Schedule Printouts

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	be used for requesting changes to customer established and/or (i.e., Project Level Milestone Schedule).	rinterface
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OUTLINE OF CONTENTS:	
A diagram depicting significant contractor project level activities and events, their i relationships, activity time estimates, expected and latest allowable completion date each event, and the slack time. This network and the Project Level (Milestone) Schewill be the basis for all lower-level schedules and networks. A Project Level Milest defined as a customer-established milestone plus those additional internal milestones by the contractor Project Manager for the purpose of adequate tracking and measuring	s for edule tone is s added
customer-established milestones.	J

GE EXHIBIT DRD SC-003 DATE: DATA DRD APPROVED BY CATEGORY. VOYAGER DATA REQUIREMENT DESCRIPTION DRD NO. CONTRACT DRD PREPARED BY: CODE: OFFICE RESPONSIBLE FOR DRD: CODE DATE ORGANIZATION ORIGINATING REQUIREMENT: 7/28/67 SC-003 SC F. Pfluger DRL ITEM ORGANIZATION RESPONSIBLE TASK OR TITLE OF DOCUMENT: FOR DOCUMENT PREPARATION SUBTASK NO.: Project Control ORGANIZATION RESPONSIBLE DRL NO LEVEL NO. SCHEDULE, PROJECT LEVEL (MILESTONE) FOR DOCUMENT REPRODUCTION FILE NO. ORGANIZATION RESPONSIBLE DDL NO.: FOR DOCUMENT DISTRIBUTION TYPE OF DOCUMENT: DREFERENCE **E**CONTROL ☐ INFORMATION **D** ACTION NO OF COPIES: USE OF DOCUMENT: ORGANIZATION RESPONSIBLE FOR DOCUMENT STOWAGE: 5 Used to record planned and actual completion dates INFORMATION CUTOFF ESTIMATED MANHOURS of contractor Project level events (milestones). FOR SINGLE PREPARATION: DATE OR MILESTONE DATE DATA DUE ESTIMATED COST (\$) FOR SINGLE PREPARATION INTERRELATIONSHIP WITH OTHER DATA REQUIREMENTS: TO USER MA-008, Plan, Project Control FREQUENCY OF ISSUE: PUBLICATION DATE: PC-026, *Schedule, Project Procurement ANNUALLY **SDR** SC-002, Schedule, Project Level (PERT) SEMI-ANNUALLY QUARTERLY UPDATE (FREQUENCY BI-MONTHLY OR MILESTONE): MONTHLY SEMI-MONTHLY CLASSIFICATION: GROUP 1 Not applicable BI-WEEKLY SPECIAL HANDLING CI SECRET WEEKLY GROUP 3 I NASA DISCREET ESTIMATED C CONFIDENTIAL SECRET RESTRICTED DATA GROUP 4 D JPL DISCREET
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Diagrams depicting significant task and subtask level activities and events, their	İ
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dates for each event, and slack time. These networks and the task and subtask level milestone schedules will be based upon the project level network and milestone	
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Diagram depicting significant activities and events of critical activities, their
interrelationships, activity time estimates, expected and latest allowable completion
dates for each event, and slack time. These networks and the work package and cost account level milestone schedule will be based upon all higher-level networks and schedules.
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Matrix of detailed milestones and time scale. The planned and actual completion	
dates of each event are shown at the appropriate point along the time scale.	
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This report will indicate the status of the Project Level Milestones in the reporting peri and those in the next several reporting periods. The latter will be indicated as percent complete as of the end of the reporting period supported by a prediction of the probabilit of meeting these future milestones. This prediction will be based upon the status and analysis of all the sub-project level milestones upon which each of the project level milestones is dependent. This report will stand by itself as a report but will be the data to be combined with the data in the project level cost report which will constitute a cost/schedule coupling report of the project level status.	ty a

JPL 2568-1 OCT 65

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OUTLINE OF CONTENTS:	
Computer printout containing task and subtask level activity descriptions, current expected completion dates, latest allowable dates, and slack times.	
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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET	,
SPECIAL INSTRUCTIONS:	DRD NO.: SC-013
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SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)	
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OUTLINE OF CONTENTS:	
This report will indicate the status of work package and account level milestones current reporting period and in the next several reporting periods. The latter w indicated as percent complete as of the end of the reporting period and will be supply a prediction of the probability of meeting these future milestones. This report constitutes the lowest level of milestone reporting.	ill be
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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET
SPECIAL INSTRUCTIONS:
SC-014
SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)
OUTLINE OF CONTENTS:
Alphabetical list of the various schedule sorts available and frequency of issue from the Project data bank, e.g.:
Engineering Release Schedule
Project Review Schedule Project Report Schedule
Procurement Schedule Test Schedule
·
(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

Manning and Financial Data Requirement Descriptions

DRD Number	<u>Title</u>
MF-001	*Report, Material Commitment
MF-002	Report, Contractor Financial Management (Form 533)
MF-003	Report, Overtime
MF-004	*Report, Vouchered Hours
MF-005	*Report Project Financial Performance
MF-006	*Report, Manpower

^{*}Key Informal Data

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET
SPECIAL INSTRUCTIONS: DRD NO.: MF-001
SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)
OUTLINE OF CONTENTS: The report is issued on a weekly and monthly summary basis and contains the following:
1. Period reported 2. Shop order number 3. Purchase order number
 4. Total commitment - dollar value 5. Amount of invoices paid against the commitment 6. Balance of commitment still open
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TITLE OF DOCUMENT:		<u></u>			ORGANIZATION F FOR DOCUMENT Finance		TASK OR SUBTASK:	DRL ITEM NO.;	
REPORT, CONTR (FORM 533)	ACTOR FINANC	IAL MANAC	GEMEI	NT	ORGANIZATION F		DRL NO.:	LEVEL NO	
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MF-004, Report, Vouchered Hours				☐ ANNUALLY ☐ SEMI-ANNUA ☐ QUARTERLY	ALLY	SDR			
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OUTLINE OF CONTENTS:	
Information is typed on NASA Form 533 and issued on a monthly basis and contains the	:
following:	
1. NASA Center to whom report is submitted and month being reported	
2. Name and address of contractor	
3. Contract number and type of contract	
4. Brief description of contract work scope	
5. Data of preparation and authorized signature 6. Contract value fund limitation amount billed, and total payments received	

- Hours worked and cost incurred for current month and year to date by reporting level
- Estimated hours and costs to complete the contract by month for the next three months, by quarter for the balance of the fiscal year and by fiscal year after that period
- 9. Estimated total hours and costs to complete contract
- 10. Estimated final costs in hours and costs to complete contract
- 11. Contract value
- 12. Estimated completion date
- 13. Unfilled orders outstanding

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OUTLINE OF CONTENTS:	<u>.</u>
The Overtime Report lists the following:	
1. Total direct overtime hours worked on the program by:	
a. Total programb. Task or other reporting level	
c. Functional organization d. Individual	
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SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)	
OUTLINE OF CONTENTS: The computerized tab listing report shows the following:	
 Functional organization code Name and payroll number of employee Period reported Type pay of employee (weekly or monthly) 	
 Classification of employee (engineer, draftsman, etc.) Each shop order number charged listing regular overtime hours Total hours worked for the week and prior period adjustments Total hours paid for the week 	
9. Variance - hours charged and paid	

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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year-to-date basis.	in miles in port ins	as the following data off a	Cultem week amu
1. Weekly data			
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- a. Manpower in effective heads charged to project.
- b. Labor, overhead, and material costs charged for the week.
- 2. Year-to-Date
 - a. Cost of labor and overhead of department personnel.
 - b. Cost of material expended and committed.
 - c. Cost of labor and overhead of other departments charging project.
 - d. Budget for period.
 - e. Available balance of funding/budget for period.
 - f. Percentage of completion regarding funding and date scheduled for completion.
 - g. Scheduled completion date.

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OUTLINE The	OF CONTENTS: Manpower Report is a computerized tab listing which indicates the following:							
The 1	Manpower Report is a computerized tab listing which indicates the following: Time period covered . Weekly							
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The	Manpower Report is a computerized tab listing which indicates the following: Time period covered Weekly Summarized monthly Separate tabulations covering Project by shop order sequence Function organization then project by shop order sequence (responsible and performing organization costs) Report details (all costs)							

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DOCUMENTATION RELATIONSHIP TREES

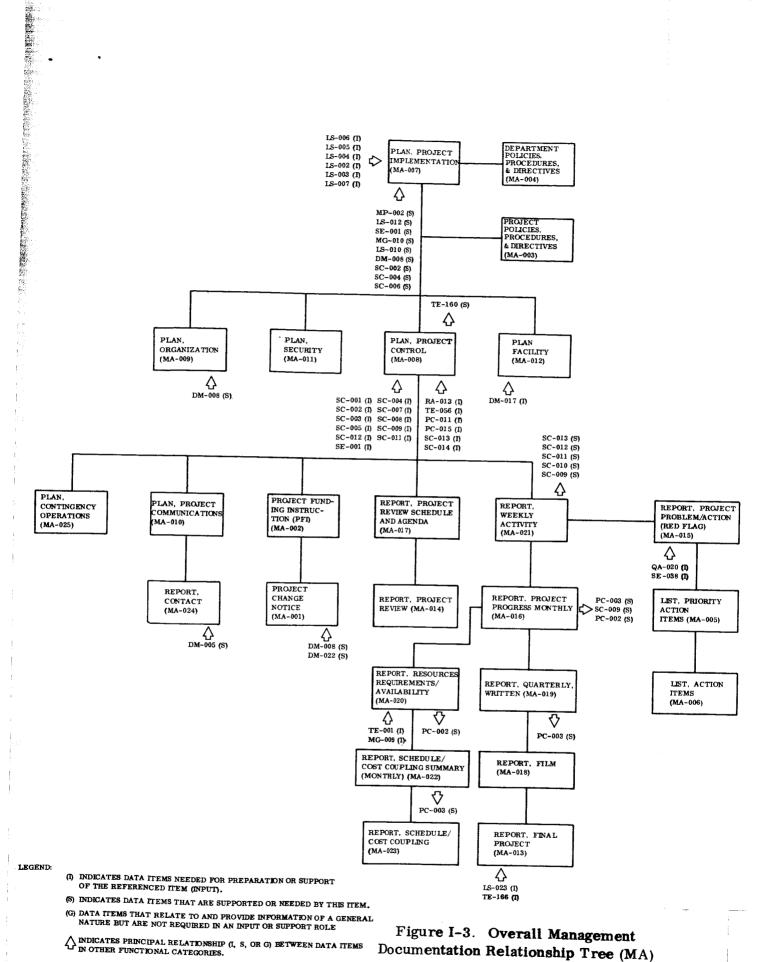
A documentation relationship tree has been prepared to show the relationships of data items within each functional category as well as their relationships across categories.

Relationships within each functional category are shown by constructing a tier pattern beginning with the top-level (or governing) data item and relating in descending order all data items within the category to this top-level data item. (The location of a data item at a given level on the diagram does not necessarily indicate the importance of that specific item but identifies and defines its relation to all other data items in that category.)

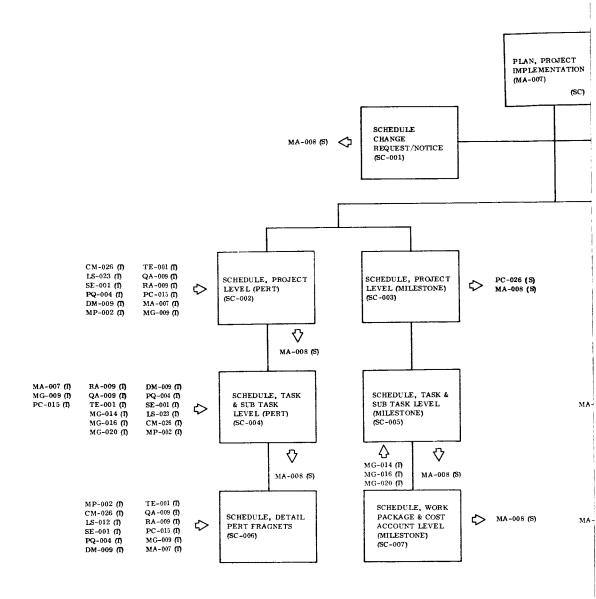
Relationships between data items in one category and data items in other functional categories are shown by (1) shaded arrows to indicate the direction of the relationship and (2) an alphabetic code to indicate the nature of the interrelationship as follows:

- a. Data items needed for preparation and/or support of the referenced item. (I)
- b. Data items that are supported or needed by this data item. (S)
- c. Data items that relate "to" and provide information of a general nature but are not required in an input or support role. (G)

Each data item appearing on the Data Item List (DIL) was examined and evaluated with respect to its contribution to, or dependence upon, data items appearing in other categories and is included in the diagrams. Additionally, certain data elements indicated in the user flow diagrams (but currently not identified as individual data items) have been shown within a dashed rectangle to clarify relationships.



Documentation Relationship Tree (MA)



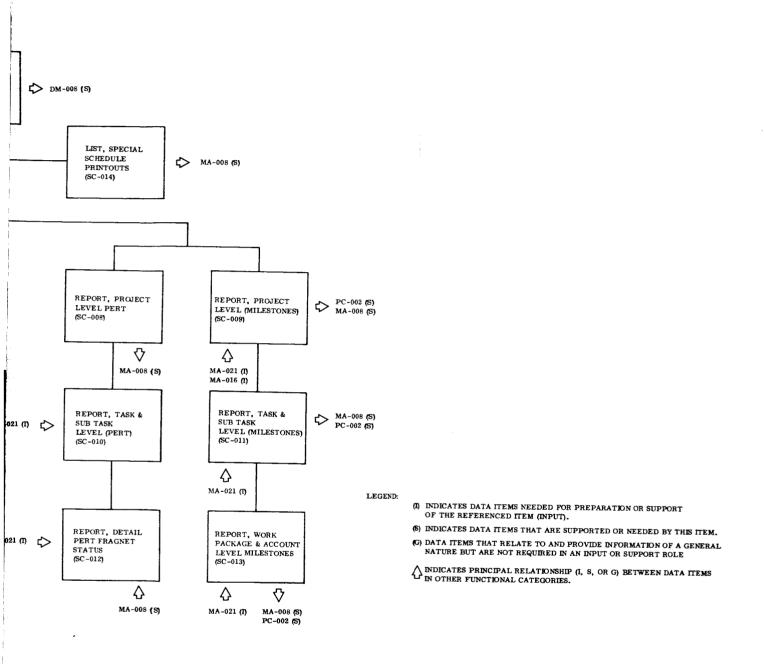


Figure I-4. Scheduling Documentation Relationship Tree (SC)

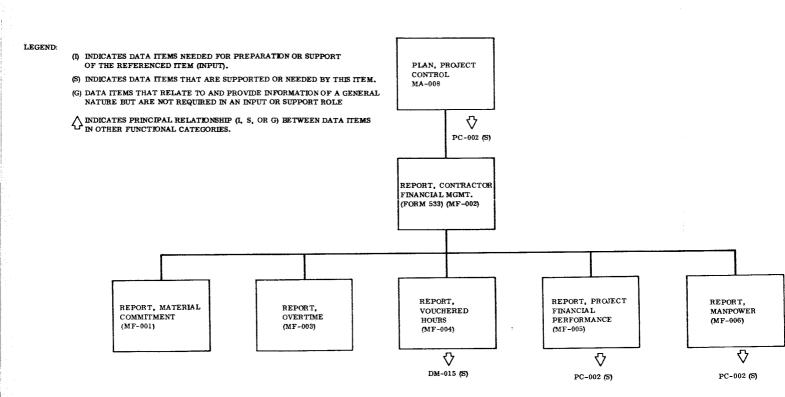


Figure I-5. Manning and Financial Documentation Relationship Tree (MF)

DATA ITEM PHASING/FREQUENCY

Frequency and phasing requirements for preparation of data items in the Overall Management category are shown in Figure I-6, Overall Management Data Item Phasing and Frequency Matrix. These estimates assume a Phase "C" start of 1 April 1968 and are based on the Data Item List of 15 December 1966.

Preparation of data items in this category begins at the start of Task "C" and shows an increase consistent with contract activity. Figure I-7, Management Data Item Density Profile, shows the distribution and density of data item preparation requirements in averages per month between each major review period.

Key informal data items constitute approximately one half of the total data requirement for this category.

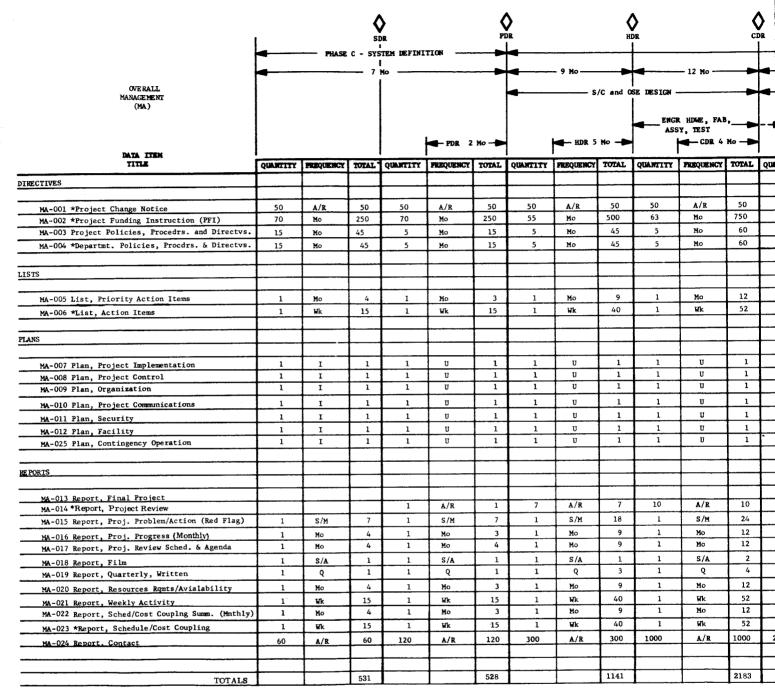
Figure I-8, Scheduling Data Item Phasing and Frequency Matrix, shows the preparation and phasing requirements of data items in the scheduling functional category. As anticipated, data item preparation requirements within this category, as well as all other categories directly associated with project control and administration, begin at the start of Phase "C" and remain consistent throughout the contract period.

Figure I-9, Scheduling Data Item Density Profile, shows the density and distribution of requirements for data item preparation. Requirements are shown in averages per month between contract review periods. The relationship between "formal" and "key informal" data items is also shown.

Figure I-10, Manning and Financial Data Item Phasing and Frequency Matrix, reflects the phasing and frequency of preparation requirements of data items associated with the Manning and Financial function. Basis for these estimates are the Data Items List, 15 December 1966 and with a Task "C" start of 1 April 1968. As noted on the matrix, these requirements appear early after Task "C" start and form a consistent pattern throughout the life of the contract.

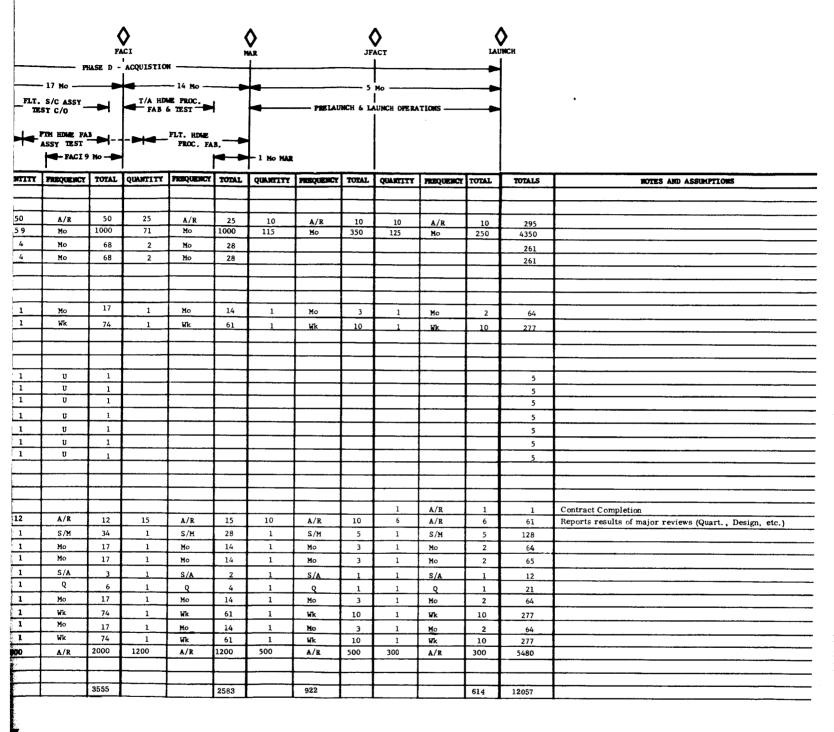
Figure I-11, Manning and Financial Data Items Density Profile, shows the distribution and density of requirements for data items preparation in averages per month, per major project review period.

Key informal data item requirements constitute approximately two-thirds of the total requirement for this category.



*Key Informal Data

A S/A WK MO B/W B/M	Annual Semi-Annual Weekly Monthly Bi-Weekly Bi-Monthly	O/T A/R U I/U DA Q	One Time As Required Update One Update Daily Quarterly	I F N/R SDR PDR HDR	Initial Final New and Revised System Design Review Preliminary Design Review Hard Design Review	CDR FACI MAR J FACT	Critical Design Rev First Article Config Mission Acceptance Joint Flight Accepta Composite Testing
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Figure I-6. Overall Management Data Item
Phasing and Frequency Matrix

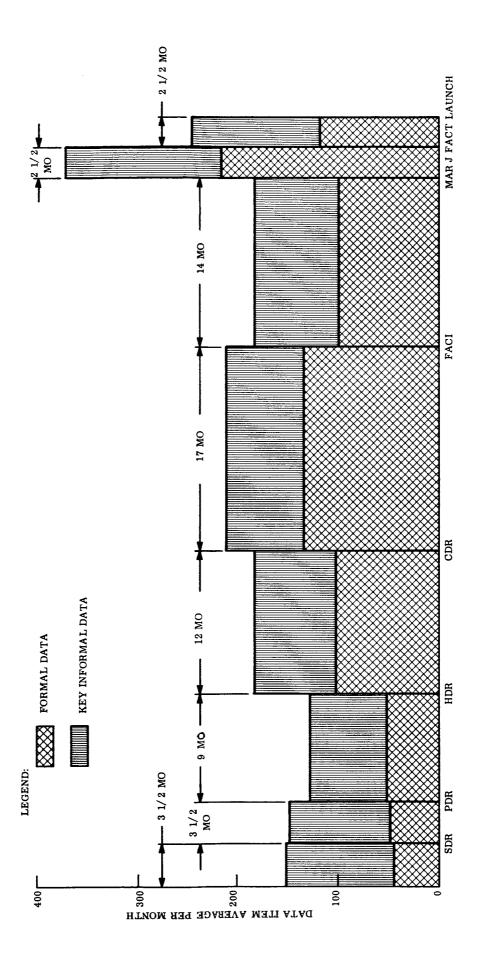
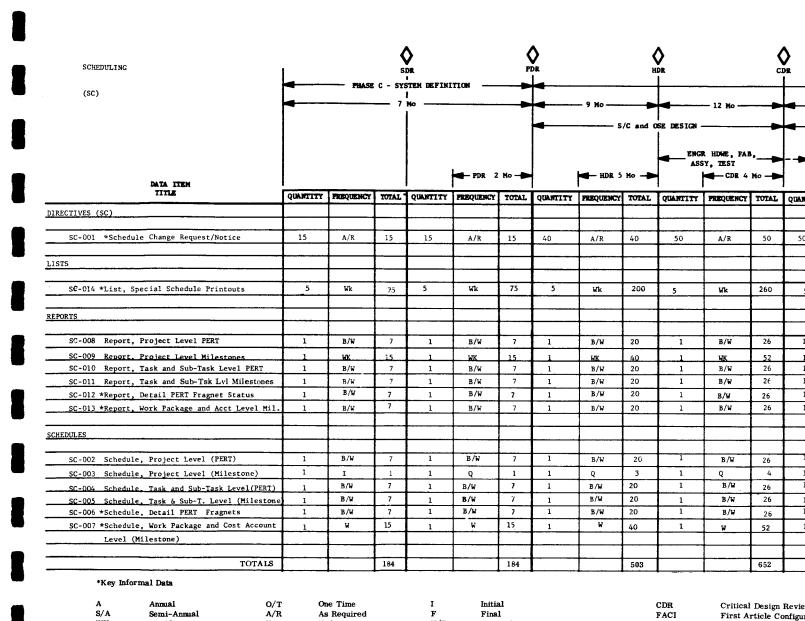


Figure I-7. Overall Management Data Item Density Profile



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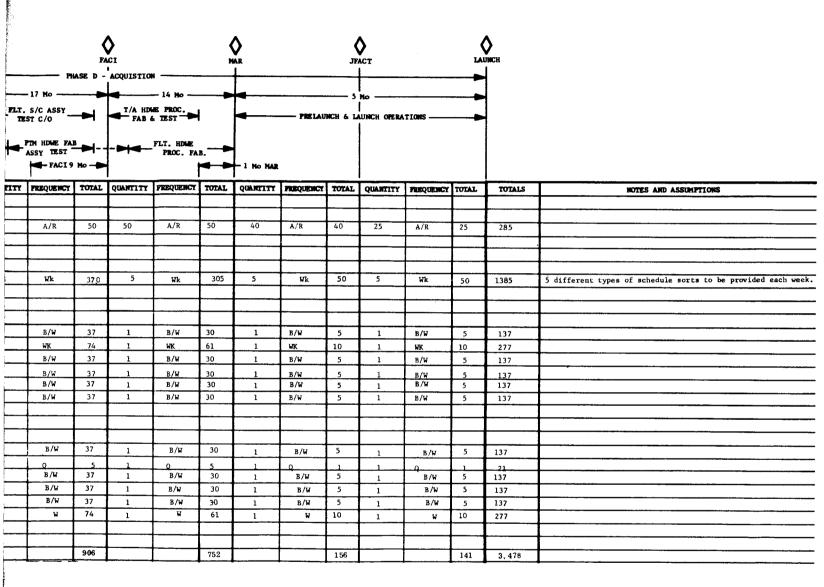
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Figure I-8. Scheduling Data Item Phasing and Frequency Matrix

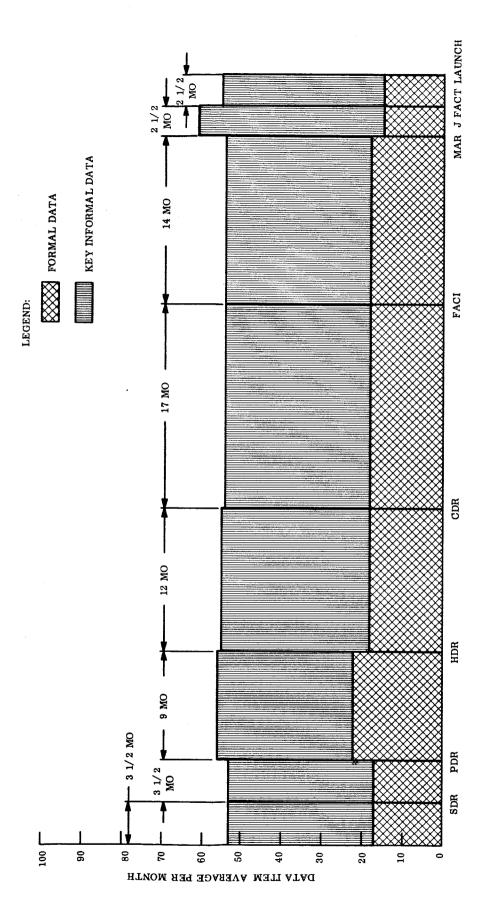
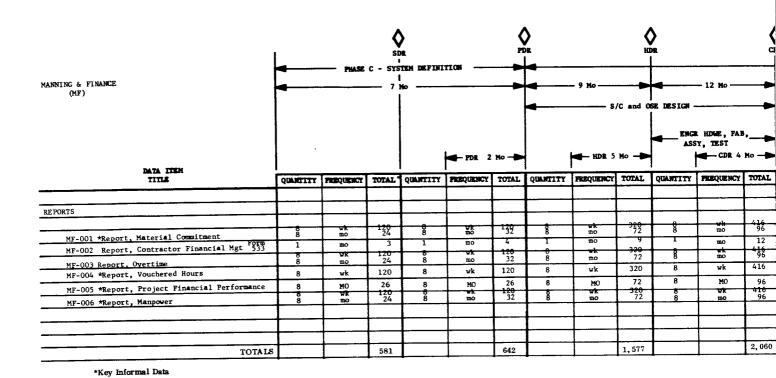


Figure I-9. Scheduling Data Item Density Profile



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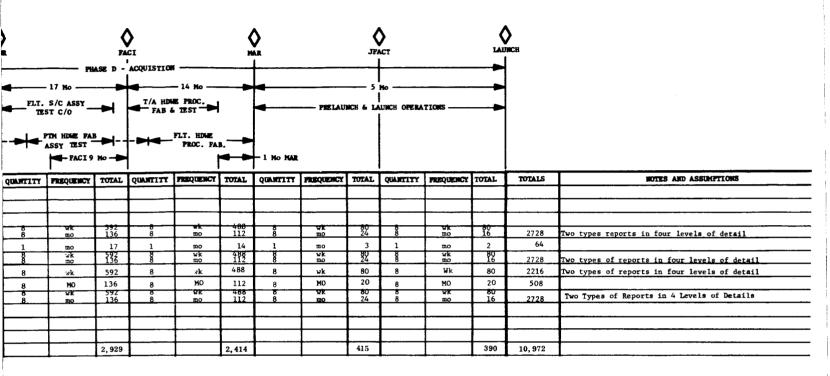
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Figure I-10. Manning and Financial Data Item Phasing and Frequency Matrix

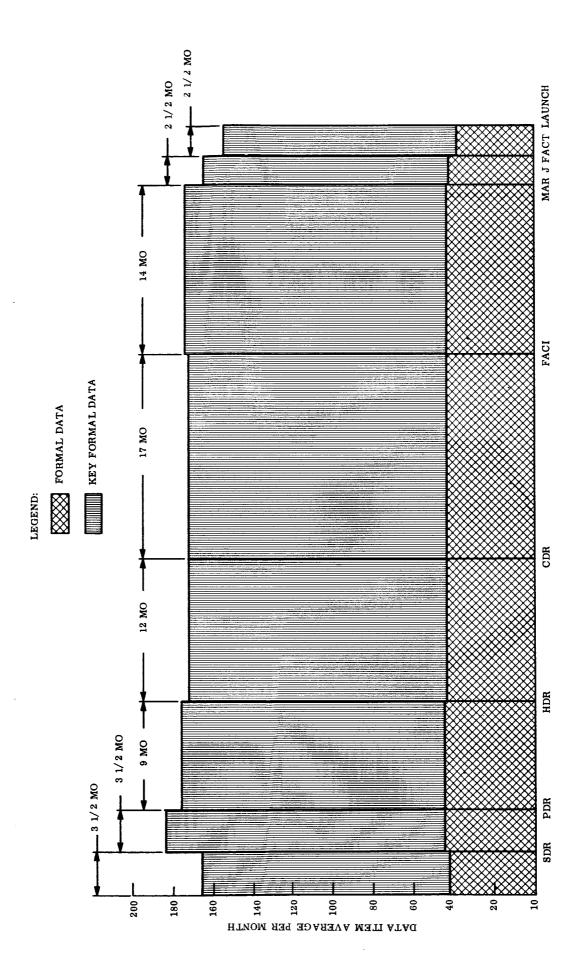


Figure I-11. Manning and Financial Data Item Density Profile